

DIRECTIVE NUMBER 200-01-12

DATE: June 25, 2013

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Travel Reimbursement Allowances for Judges and Board Members

OVERVIEW

Certain state employees and officers are exempt from the limits imposed by K.S.A. 75-3201 *et seq.*

PROCEDURES

Expenses for mileage reimbursement, parking, tolls, meals actually incurred, i.e., for which receipts are provided may be reimbursed for some employees. Please see the chart below to determine what is allowed:

Travel Reimbursement Allowances for Board Members	Mileage	Meals	Other Expenses
Work Comp Board - K.S.A. 44-555(c)	A	B	D
Administrative Law Judges - K.S.A. 44-551(c)	A	B	D
Board of Review (Employment Security) - K.S.A. 44-709(f)(4)	A	B	D
PERB Board - K.S.A. 75-3223	A	C	D

A = Private vehicle mileage allowed

B = Receipts required if claiming actual amounts; otherwise reimbursement will be made at meal allowance rates

C = State of KS meal allowance rates only (see below)

D = Normal "other expenses" as reimbursed to State of Kansas employees are allowed (misc. Tips; tolls, parking, etc)

As of 7/1/13 In State Rates are:

Breakfast - \$11.25

Lunch - \$12.25

Dinner - \$23.50

Lodging - \$85.00/night + taxes

Questions: Contact Annette Morris by email or at (785) 296-5000 x2554

Lana Gordon, Secretary of Labor

Signature on file